

**SHERIFF'S BLUE RIBBON PANEL**  
**Operating Guidelines**

**A. Responsibilities of Panel Chair**

1. Chair all meetings of the panel
2. Work with Berk & Associates to facilitate consensus on panel issues
3. Act as spokesperson for the panel
4. Work with Berk & Associates to prepare meeting agendas and facilitate debate

**B. Meetings and Attendance**

1. Panel meetings will start and end on time.
2. Only appointed panel members will participate on the panel; no alternates allowed.
3. The time and place for panel meetings will be set by the chair in coordination with Berk & Associates, who will make public all panel meeting notices and agendas.
4. Meetings will be open to the public. The panel may choose when and how to receive public comment, structured presentations, and comments provided to Berk & Associates. Members of the public wishing to present materials to the panel should arrange to do so by contacting Berk & Associates.
5. If time permits, the Chair may allow public comment during panel meetings.
6. Berk & Associates will produce summary proceedings of meetings.
7. Panel members will communicate planned absences at least one day in advance of a meeting by notifying Berk & Associates via email.
8. Agendas will be distributed in advance to panel members and interested parties, with a goal to provide agendas and meeting materials to panel members at least 48 hours in advance of panel meetings.
9. Panel members may offer changes or additions to the agenda at the start of each meeting. If two panel members object to a change, a majority of the members present will decide whether to change the agenda.

**C. Panel Discussions and Decisions**

1. The panel will have candid, efficient, effective, and open discussions:
  - a. All panel members should attend and participate in meeting discussions.
  - b. Only one person should speak at a time.
  - c. Points should be made concisely and clearly.
  - d. All members' interests and positions will be respected and considered.
2. The chair and Berk & Associates will work toward panel consensus. Consensus is defined as a collective opinion reached by a group of people that resolves or advances issues at hand. Consensus is best met when the following conditions exist:
  - a. Each panel member feels s/he has had a fair chance to speak and be heard.
  - b. Sufficient time is given to thoroughly discuss the issue and for everyone to gain an understanding of the panel's decision.
  - c. Each member understands the decision or solution on the table.

- d. Substantial differences of opinion are represented in the final report to reflect the divergence of views, if any. Where panel members disagree, the majority will seek to assure that final recommendations will be constructed to achieve the broadest support by the panel.
3. Decisions should be made only when a quorum is present, defined as a majority of members.
4. The panel may opt to create subcommittees, and the chair may appoint subcommittee chairs and members for the study of specific issues.

#### **D. Communications**

1. Panel members should communicate questions, issues, and suggestions to Berk & Associates who will coordinate actions and responses among the panel chair, subcommittee chairs, and members.
2. Panel members will be copied on communications sent to Berk & Associates. Supplemental materials a member or third party may want to provide to other members should be coordinated through Berk & Associates.
3. Email communications to panel members by individual members will preferably be copied to Berk & Associates in order to coordinate information sharing and responses among members.
4. Berk & Associates will create an email address where comments and questions can be directed and relayed to the panel and will forward all comments and questions from all sources to the panel at each meeting.
5. Berk & Associates and panel members will forward all media inquiries directly to the chair for response.
6. To the extent practicable, one or two interim briefings with the King County Council will be scheduled to keep council members and the public informed about the work of the panel.

Adopted March 8, 2006